SUNGARD SUMMIT 2010
Today's Priorities. Tomorrow's Possibilities.

Fringe Budgeting and Encumbering

Presented by: Judy Cushman, Jim Klaiber
SunGard Higher Education
April 14, 2010
Session ID 1210

Session Rules of Etiquette

• **Please turn off your cell phone/pager**

• **If you must leave the session early, please do so as discreetly as possible**

• **Please avoid side conversation during the session**
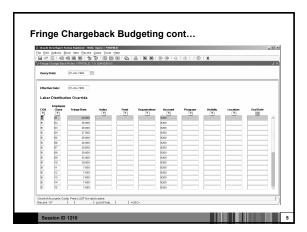
Thank you for your cooperation!

Agenda

• **Fringe Budgeting Methods**
   —**Fringe Chargeback**
   —**Fringe Actuals**

• **HR / Finance Set Up Rules**

• **Fringe Encumbrances**

• **Viewing Budget and Encumbrance data**

• **Budget and Encumbrance Feed Processes**

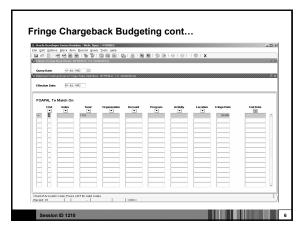• **Multi-Year Encumbrances**

Fringe Budgeting using Fringe Chargeback

- **Fringe Chargeback Rules – NTRFBLD**

- **Fringe rate – percentage by employee class**

- **Only method that can be encumbered**

- **Can override Labor Distribution FOAPAL**

- **Can override fringe rate by FOAPAL**

- **Fringe residual is set on NBAPBUD**

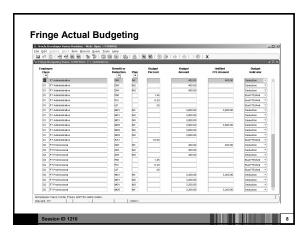- **Budget Maintenance Process (NBPBUDM) calculates fringe based on salary budget**

Fringe Chargeback Budgeting cont…

Fringe Chargeback Budgeting cont…

Fringe Budgeting using Fringe Actual

- **Fringe Budgeting Rules – NTRFRNG**

- **Fringe rate by benefit / deduction code and employee class**

- **Cannot be encumbered**

- **Can budget fringe for vacant positions**

- **Budget Indicator**
  —**Deduction**
  —**Budget FTE / Amt**
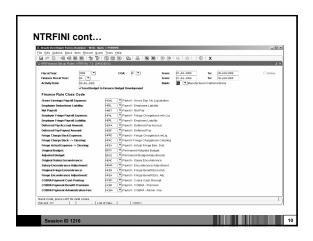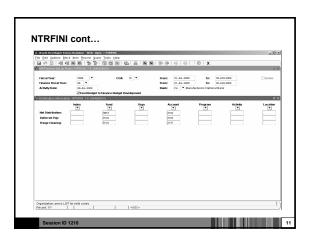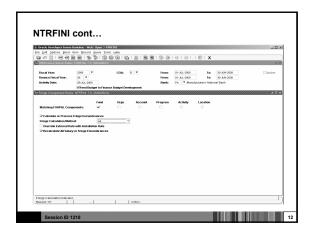 —**Assignment**

Fringe Actual Budgeting

HR / Payroll Set Up Rules - NTRFINI

- **Fringe Rule Class Codes**
  —**Original Budget and Position Budget; Not used in Budget Feed to Finance – only used if Position Control is fed to Operating Ledger**
  —**Original Fringe Encumbrance**
  —**Fringe Encumbrance Adjustment**

- **Distribution Information**
  —**Fringe clearing only used when fringe expense fed**

- **Fringe Chargeback Rules**

NTRFINI cont…

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Fringe Encumbrances

- **Only encumbered using Fringe Chargeback method**

- **Encumbrance Maintenance Process – NBPENCM – calculates fringe encumbrance based on salary encumbrance – THIS IS USED IN BANNER 8.x**

- **Budget Maintenance Process – NBPBUDM – calculates fringe encumbrances based on salary encumbrances – THIS IS USED IN BANNER 7.x**
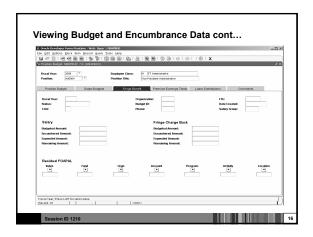

Viewing Budget and Encumbrance Data

- **Budget and Encumbrance data can be viewed on the Position Budget form NBAPBUD**

- **Fringe Benefit tab will change layout based on fringe method established on NTRFINI**

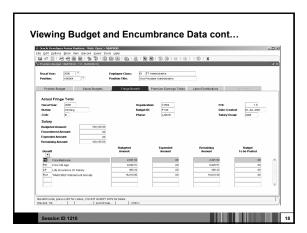- **Residual FOAPAL used during Fringe Chargeback Expense Feed**

Viewing Budget and Encumbrance Data cont…

- **Fringe Chargeback**
  —**Budgeted Amount**
  —**Encumbered Amount**
  —**Expended Amount**
  —**Remaining Amount**

Viewing Budget and Encumbrance Data cont…

Viewing Budget and Encumbrance Data cont…

- **Fringe Actuals**
  - Benefit Code
  - Budgeted Amount
  - Expended Amount
  - Remaining Amount
  - Budget To Be Posted

Viewing Budget and Encumbrance Data cont…

Viewing Budget and Encumbrance Data cont…

- **Encumbrance data can be viewed on Labor Distribution Change History form – NBIJLHS when using Fringe Chargeback**

- **Data can be viewed by employee and position**

Viewing Budget and Encumbrance Data cont…

- **Labor Distribution Data Inquiry – NHIDIST**

- **Category**
  —**Encumbrance**
  —**Clearing Account**
  —**Fringe Actuals**
  —**Budgets**

- **Consider Data Extract feature for added query capability**

Budget and Encumbrance Processes

- **Budget Maintenance Process – NBPBUDM**
  —**Used to calculate fringe budgets**
  —**Used to calculate fringe encumbrances**

- **Fringe Extract Process – NHPFIN1**
  —**Populates NHRFINC**

- **Fringe Interface Report – NHPFIN2**
  —**Populates GURFEED**
  —**Produce Detail Report**

Finance Feed Process

- **NHPFIN2 populates GURFEED with records that have a system ID of POSNBUD. Detail report provides position number**

- **Use GURDETL to view detail data on GURFEED**

- **Run FBRFEED to populate budget development table FBBBLIN**

- **FBIBUDG Budget Development query form; data only seen by FOAPAL**

- **Use Budget Development, Spreadsheet Budgeting and Self Service Budget Development to view / edit**
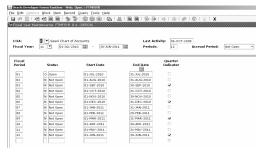

Multi-Year Encumbrances

- **Salary and Fringe can be encumbered over multiple years**

- **Set up by Fund Type**

- **Associated with Grant**

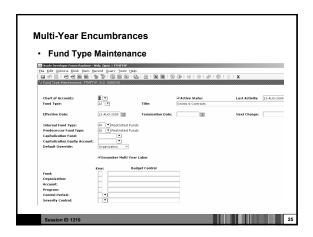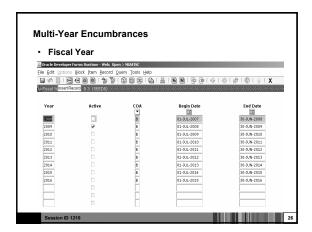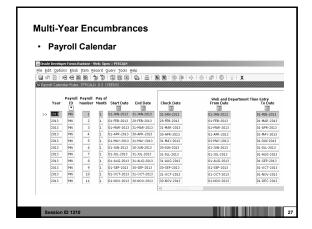- **Job must be active for duration of grant**

Multi-Year Encumbrances

- **Fiscal Year Maintenance**

Multi-Year Encumbrances

- **Fund Type Maintenance**

Multi-Year Encumbrances

- **Fiscal Year**

Multi-Year Encumbrances

- **Payroll Calendar**

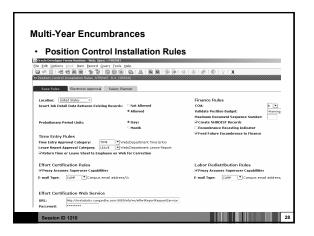## Multi-Year Encumbrances

- **Position Control Installation Rules**

Thank You!

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